



Brazos County ESD No. 1

Brazos County, Texas



REQUEST FOR INFORMATION

RFI 26-01: Sales and Property Tax Revenue Management Services

Issue Date: August 3, 2026

Due Date:	No Later than 3 P.M. (Central Time Zone) on August 27, 2026	
Submit Response to:	All proposals must be mailed to: or hand-delivered to:	
	Brazos County ESD 1	Brazos County ESD 1
	Attn: General Manager	Attn: General Manager
	P.O. Box 696	11770 Walnut Road
	Millican, TX 77866	College Station, TX 77845
Direct any questions to:	by phone: 979-703-1212 during normal business hours, or	
	by email: gm@brazoscountyesd1.org .	



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Section 1. Introduction & Overview

- Issuing Agency: Brazos County Emergency Services District No. 1
- RFI Number: RFI 26-01
- RFI Title: Sales Tax Revenue Management Services
- Issue Date: July 29, 2026

1.1 Purpose

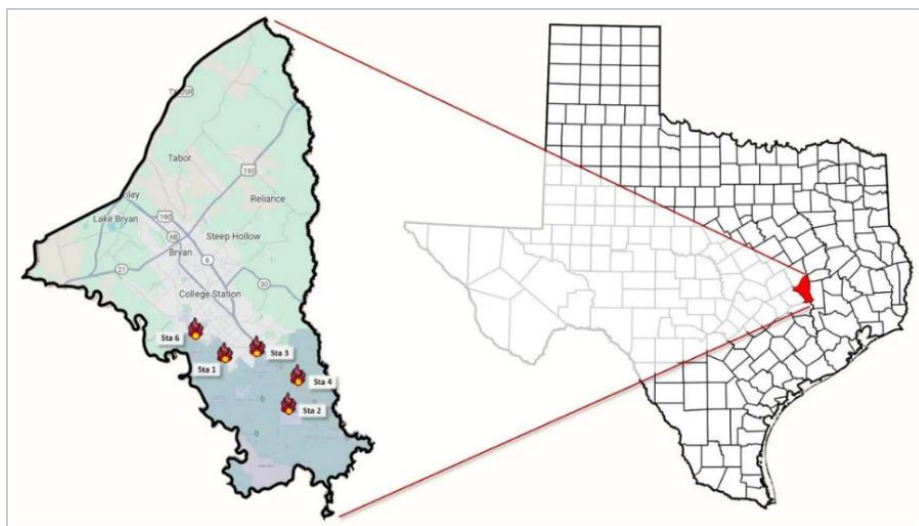
Brazos County Emergency Services District No. 1 (the “District”) is a political subdivision of the State of Texas responsible for providing fire protection and emergency medical services within the district’s 144-square mile service area.

The purpose of this RFI is to gather operational, technological, and budgetary information from qualified vendors to provide the products and/or services listed in the Scope of Work. This RFI will help the District understand current market capabilities, technological advancements, and preliminary budgeting to shape a future formal Request for Proposals (RFP). This RFI is for planning purposes only and does not constitute a formal solicitation or a commitment to purchase.

1.2 Background

The District is an ISO Class 5/5Y community, predominantly rural in nature, with a resident population of about 20,000 (an average population density of 180 people per square mile). The district is dominated by agricultural countryside used for crops, ranching, and agricultural research, natural areas, with a scattering of neighborhoods of single-family residences on parcels of estate size or greater. Two major highways, two Class 1 rail lines, numerous arterial roads, and hazardous chemical pipelines cross the county. After years of modest growth, the District is experiencing active development and is becoming more suburban in nature with a mixed land use of estate and smaller residential parcel sizes, multi-family dwellings, schools, light industry, and commercial retail centers.

Figure 1. Brazos County ESD No. 1





The District collects ad valorem property taxes and sales tax. Emergency services are provided by volunteers and paid staff operating together as a combination department under the leadership of a single senior leadership team, and operating from five stations strategically located throughout the District as shown in Figure 1. The paid staff works directly for the Brazos County ESD No. 1 Fire Department, and the volunteers are members of the South Brazos County Fire Department. Currently, The District staffs two stations 24/7 with minimum staffing of three personnel per station, and volunteers are an integral part of our response plan regardless of staffing status or time of day. The District plans to have a third, paid crew operating from a third fire station in the future.

Section 2. Administrative Timeline & Contacts

- Clarification Questions Due: no later than August 17, 2026
- ESD Responses to Questions: no later than August 20, 2026
- RFI Submission Deadline: no later than 3 PM CTZ, August 27, 2026
- Primary Contact: General Manager
- Email Address: gm@brazoscountyesd1.org
- Mailing Address: P.O. Box 696, Millican, TX 77866
- Physical Address: 11770 Walnut Road College Station, TX 77845

2.1 Submittals

All submittals must be submitted in a sealed envelope labeled:

REQUEST FOR INFORMATION SUBMITTAL, RFI 26-01: Sales and Property Tax Revenue Management Services

Submittals are to be mailed to:

Brazos County ESD 1
Attn: General Manager
P.O. Box 696
Millican, TX 77866

or hand-delivered to:

Brazos County ESD 1
Attn: General Manager
11770 Walnut Road
College Station, TX 77845

Submittals must include five (5) hard copies and one (1) electronic copy in PDF format and stored on a USB flash drive. **Submittals received after the stated deadline will be returned unopened and will not be considered.** The District is not responsible for lateness of mail, carrier, or any method of delivery. The time/date stamp clock in the District Office shall be the official time of receipt.

Delivery by FAX is NOT acceptable and faxed inquiries will not be considered.

Please contact us by email at gm@brazoscountyesd1.org with any questions. All correspondence must include the following reference to be considered: "REQUEST FOR INFORMATION SUBMITTAL: RFI 26-01: Sales and Property Tax Revenue Management Services"



2.2 Submittal Administrative Requirements

To be considered responsive, RFI submittals must include the information requested. To facilitate evaluation, submittals should be organized in the order shown below. Double-sided copying and use of recycled paper is encouraged.

SUBMITTAL INFORMATION ORDER:

- Information as listed under Scope of Information Requested
- Conflict of Interest Questionnaire

To the extent possible, Submittals should be prepared on 8-1/2" x 11" paper and bound or stapled. Submittals should not exceed 15 pages double-sided (each double-sided page counts as one page). Supplemental information may be attached to Submittals as appendices.

Respondents are advised that the Evaluation Committee's ability to conduct a thorough evaluation of RFI Submittals is dependent on the Respondents' ability and willingness to submit RFI which are well ordered, detailed, comprehensive, and readable. Clarity of language and adequate, accessible documentation is the Respondents' responsibility.

2.3 Selection of Finalists

Anticipated schedule for selection of finalists for this project is shown here. These dates may be subject to change at the sole discretion of the District

- | | |
|-------------------------------|---|
| • RFI Issuance Date | July 29, 2026 |
| • RFI Submittal Deadline | no later than 3 PM CTZ, August 26, 2026 |
| • RFI Opening Date | August 26, 2026 |
| • Selection of finalists | September 10, 2026 |
| • Notification to respondents | no later than September 18, 2026 |

This inquiry is for market research and planning purposes only. No contract will be awarded directly from this process, though responses may be used to shape a future formal Request for Proposal (RFP).

Following the review of submissions, the District may invite select vendors for brief exploratory calls or proceed with drafting a formal Request for Proposal (RFP).

*****At time of opening, only firm names of respondents will be announced*****

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Section 3. Requested Information

3.1 Vendor Profile and Public Sector Experience

- **Company Overview** Company name, headquarters, and location of the nearest office/service location.
- **Public Sector Experience** Detail your specific experience working with ESDs, counties, and volunteer/combination fire departments.
- **Customer Base** Provide a rough estimate of the number of active ESD clients using this exact solution.
- **Key Personnel** Identify the key personnel, their experience, and role in this project. Include a 1-page bio for each key personnel.
- **References** Provide references for representative projects: Client name, project type, location, budget, and contact information.

3.2 Technical and Operational Specifications

- **Core Capabilities** Describe how your product/service meets the specifications described in Exhibit A. Scope of Work.
- **Regulatory Compliance** Describe how your product/service meets applicable standards and regulations.
- **Integration** Explain how your solution integrates with neighboring mutual aid partners or county-wide operations.
- **System Redundancy** For technology solutions, explain your backup systems, offline capabilities, cyber-security, and disaster recovery protocols.
- **Updates & Modernization** What is your schedule for product/service updates, feature rollouts, or equipment refreshes?

3.3 Implementation, Training, and Ongoing Support

- **Implementation Plan** Describe the proposed implementation/onboarding process, to include a typical deployment timeline and migration plan from contract signing to go-live implementation.
- **Training Program** Detail the onboarding program and curriculum for district personnel, command staff, and administrators.
- **Ongoing Support** Describe your technical support tiers, standard customer support hours, emergency critical-failure response times, and ongoing account management structures.



3.4 High-Level Budgetary Estimates

To assist the District with long-term fiscal planning and budget forecasting, please outline your typical fee structures and high-level cost models.

All information submitted in this section will be treated as non-binding, high-Level budgetary estimation and will not be used in the evaluation process.

- **Pricing Structure** Explain your typical pricing model and provide a brief narrative of how it is calculated, *e.g.*, hourly rate, perpetual licensing, flat-fee annual subscription, per-user license, or percentage of collections. If an hourly rate model is proposed, provide the standard hourly billing rates by personnel classification.
- **Base rate(s)** State explicitly what is included in the base scope and what is an add-on cost for the following: Assessment/Onboarding, Core Ongoing Services, Reporting & Board Meetings, Advisory Services, and Maximum Estimated Annual Cap.
- **Itemized Cost Estimates** Provide a non-binding Rough Order of Magnitude (ROM) cost estimate based on an ESD serving approximately 20,000 population, five stations, 50 employees and 20 volunteers for the initial 12 months of service.
- **Reimbursable Incidentals** Detail your policy regarding travel expenses, mileage, and accommodations for on-site board meetings or workshops. Specify if your firm bills separately for administrative overhead, postage, printing, long-distance communication, or research tools.
- **Future Escalations** Describe your typical annual rate adjustment policy, *e.g.*, tied to CPI or a fixed annual percentage increase for multi-year contract renewals.

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Section 4. Legal & Statutory Disclosures

- **Public Information Act** Respondents are advised that the ESD is subject to public open records laws. Any proprietary or trade secret information must be explicitly marked.
- **No Contractual Obligation** This RFI is solely for planning purposes. It does not bind the ESD to award a contract or pay for any costs associated with the preparation of responses.
- **Right To Reject/Award** The District reserves the right to reject any or all RFI Submittals, to waive any or all informalities or technicalities, and to make such awards of contract as may be deemed to be the best qualified and most advantageous to the District.
- **List Of Exceptions** The respondent shall attach to the RFI Submittal a list of any exceptions to the specifications or requirements.
- **Clarifications**

Any respondent in doubt as to the true meaning of any part of the RFI may request an interpretation or clarification from the District. All Respondent communications, including questions, changes, and interpretations/clarifications to any portion of this RFI should be directed in writing NO LATER THAN FIVE BUSINESS DAYS BEFORE THE SUBMITTAL DUE DATE via email to: gm@brazoscountyesd1.org.

Any changes, additions, or clarifications to the RFI will be made by written reference in the FAQs or by written Addenda. Such clarifications, FAQs, or addenda shall be posted on the District website at www.brazoscountyesd1.org. All Addenda issued with respect to this RFI shall be considered official changes to the original documents.

It shall be the Respondent's responsibility to ensure that they have received all Addenda in respect to this project. Furthermore, Respondents are advised that they must recognize, comply with, and attach a signed copy of each Addendum which shall be made part of their Qualification Submittal. The respondent(s) signature on Addenda shall be interpreted as the Respondent's "recognition of and compliance with" official changes as outlined by the District and as such are made part of the original solicitation documents. Failure of any Respondent to receive any such addendum or interpretation shall not relieve such Respondent from its terms and requirements. The District may issue a written addendum no later than five calendar days prior to the date submittals must be received.



- **Confidential Information** Any information deemed to be confidential by the Respondent should be clearly noted on the pages where confidential information is contained; however, the District cannot guarantee that it will not be compelled to disclose all or part of any public record under the Texas Public Information Act, since information deemed to be confidential by the Respondent may not be considered confidential under Texas law, or pursuant to a court order.
- **RFI Preparation Costs** The District shall not be held liable for any costs incurred by any Respondent for meetings, work performed in the preparation of and production of a RFI Submittal, or for any work performed prior to execution of a contract.
- **Compliance**
Chapter 176, Texas Local Government Code
Chapter 271, Texas Local Government Code
Chapter 775, Texas Health & Safety Code
Chapter 2252, Subchapter F, Texas Government Code
Section 2252.908, Texas Government Code
Section 2271.002, Texas Government Code
Chapter 2274, Texas Government Code
Chapter 2276, Texas Government Code

**If you have any questions about compliance, please consult your own legal counsel.
Compliance is the individual responsibility of each person,
or agent of a person, who is subject to the filing requirement.**

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Section 5. Evaluation and Scoring of RFI Submittals

A selection committee will evaluate and rank the written submittals. Only the information included in the response to the RFI will be used to rank the written submittals. If a Respondent is unable to provide information responsive to each of the criteria listed, it is disqualified. No other criteria or factors will be considered.

Submittals will be evaluated and scored using the following criteria and associated points system.

The Evaluation Committee will contact References and may rely on interviews to help verify the Respondents' ability to perform the Scope of Services outlined herein.

Figure 2. Criteria and Weighting for RFI Submittals

Criteria	Weight	Max Points
Vendor Profile and Experience	30%	30
Technical Capabilities and Methodology	40%	40
Implementation, Training and Ongoing Support	15%	15
Security, Reliability & Compliance	10%	10
Resident Vendor	5%	5
Total	100%	100

After evaluation, the committee will make a recommendation to the District's Board of Commissioners for consideration of finalists. Actual finalist selection will be subject to Board approval.

Respondents who delivered RFI Submittals will be notified on the notification date listed in Section 2.3 as to whether they have been selected as a Finalist. However, the District reserves the right to amend this date or the selected finalists at its discretion.

This inquiry is for **market research and planning purposes only**. No contract will be awarded directly from this process, though responses may be used to shape a future formal Request for Proposal (RFP).

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Exhibit A. Scope of Work

Please read the requirements/specifications thoroughly and be sure that the RFI Submittal complies with all listed requirements and/or specifications. Any variation in RFI requirements and/or specifications must be clearly indicated by letter, on a point-by-point basis, attached to and made a part of your Submittal.

A-1. Introduction

Brazos County Emergency Services District No. 1 (the "District") is seeking information from qualified vendors to provide a comprehensive, web-based analytics platform for Sales and Property Tax Revenue Management Services. The District seeks a solution that delivers powerful, self-service analytics directly to District staff — without reliance on outside consultants for routine analysis and without any contingency-based or percentage-of-recovery compensation arrangements. The primary goals are to:

1. Identify and register unregistered businesses operating within our 144-square-mile unincorporated footprint.
2. Correct "boundary leakage" resulting from miscoded sales tax allocations.
3. Establish granular, area-specific revenue forecasting models for a population baseline of approximately 20,000 residents.

A-2. Scope of Services

The selected vendor must provide a single, integrated platform covering the following:

A. Core Service Capabilities

- **Data Integration:** Ability to integrate with your existing financial, ERP, and permitting systems to ingest and process transaction data. Web-based, self-service dashboard accessible by District staff at any time, with no additional software installation required.
- **Audit & Discovery:** Taxpayer-level analysis with historical data and trend identification. Methodologies for identifying unregistered businesses, tracking non-compliance, and conducting historical sales tax audits, with industry-level breakdowns across a minimum of 300 industry categories.
- **Revenue Forecasting:** Tools and analytics provided for accurate economic growth, sales tax revenue forecasting, and budget planning, to include benchmarking tools to compare District performance against peer communities.
- **Taxability Determination:** Capability to track and apply accurate local tax rules and boundary mappings. Custom geographic analysis with the ability to import District shapefiles, e.g., ESD service area, planning zones, census tracts or blocks, parcels, and other taxing boundaries.
- **Property tax module.** A property tax platform with assessment-based forecasting and fiscal analysis that integrates seamlessly with the sales tax platform is preferred.



B. Core Functional Requirements

BOUNDARY LEAKAGE & UNREGISTERED BUSINESS DISCOVERY

Because unincorporated territories lack standard municipal commercial permitting, the vendor must provide proactive, data-driven discovery methods. The system must provide:

- **GIS Cross-Referencing:** Intelligently overlay Texas Comptroller tax registration files with Brazos County GIS boundary maps and Brazos Central Appraisal District (BCAD) parcels.
- **Address Correction:** Identify businesses physically located within the ESD service area that are mistakenly allocating local sales tax to surrounding municipalities (e.g., College Station, Bryan) or nearby Special Purpose Districts (SPDs).
- **Remote Seller Tracking:** Track and audit marketplace provider and e-commerce delivery allocations directed to addresses within the district's boundaries.

AREA-SPECIFIC MICRO-MODELING & FORECASTING

With a localized population of 20,000, macro-level economic forecasting is insufficient. The solution must feature:

- **Zone-Level Analysis:** Ability to isolate and model sales tax revenue trends by specific geographic zones, neighborhoods, or other subdivisions identified by highway or street corridors, ZIP code segments, census blocks, or individual parcels.
- **Predictive Scenario Modeling:** "What-if" simulation capabilities to forecast revenue impacts based on new industrial and/or commercial developments, shifts in localized population and demographics, and potential municipal annexations.
- **Taxpayer Dependency Risk:** Tools to isolate, track, and alert staff to anomalies or revenue drops among top-tier taxpayers without violating statutory confidentiality laws.

DATA INTEGRITY, REPORTING, AND SECURITY

- **Comptroller Data Ingestion:** Seamlessly process monthly, quarterly, and historical confidential sales tax allocation data from the Texas Comptroller of Public Accounts.
- **Audit Trail Tracking:** Provide a secure dashboard to monitor the status of identified anomalies from initial discovery through state-level correction and ultimate revenue recovery.
- **Data Security:** Adherence to state tax law secrecy and confidentiality requirements and certifications demonstrating robust data protection and cybersecurity measures.

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C. Vendor Experience and Technical Specifications

- **Public Sector Experience:** Demonstrated, currently active track record of providing similar revenue management, audit, and analytics services to emergency service districts or county governments.
- **Client References:** Contact information for contracts with recent and existing clients.
- **Platform:** The preferred platform is a fully web-based SaaS solution requiring no software installation by the District. The platform must allow unlimited access for all District staff with no per-user or per-seat pricing.
- **Integration with property tax module.** A property tax platform with assessment-based forecasting and fiscal analysis that integrates seamlessly with the sales tax platform is preferred. If a property tax module is available, please provide information about the capabilities and of the property tax module and how it integrates with the sales tax module. Include screenshots or a demo link.
- **Reporting & Dashboards:** Sample reporting capabilities, executive dashboards, and data visualization tools.
- **Audit services:** Audit services must be included within the base subscription at no additional cost to the District.

D. Pricing, Fees, and Other Information

- **Pricing Models:** Describe the available pricing structures, e.g., SaaS, subscription-based, or contingency-based audits.
- **Fee structure:** The preferred compensation is a fixed, annual subscription fee, with no contingency fees, finder's fees, or any form of percentage-of-recovery compensation.
- **Other information:** Provide any additional information demonstrating the vendor's ability to meet the scope of services.

E. Evaluation Criteria

Submissions will be evaluated on the criteria listed in *Section 5. Evaluation and Scoring of RFI Submittals*. Submissions should include information about the following:

- References and past performance.
- Demonstrated experience with Texas Emergency Services Districts.
- Depth and functionality of the analytics platform for all modules.
- Value and transparency of the all-inclusive fee structure.
- Inclusion of audit services at no additional cost with zero contingency arrangements.
- Ease of use and self-service capability for District staff.

F. Term Of Services

The District anticipates an initial term of one (1) year, with the option to renew annually upon mutual agreement.



A-3. Vendor Questionnaire

Prospective vendors must provide detailed, concise responses to the following questions.

1. Unregistered Business & Boundary Detection Capabilities

- **Methodology:** Describe your specific methodology for identifying unregistered businesses in unincorporated areas that lack traditional municipal commercial or building permits.
- **Geospatial Precision:** Explain how your platform utilizes GIS data to detect and correct boundary leakage. Do you rely strictly on 5-digit ZIP codes, or do you use precise geocoding (latitude/longitude) against localized county shapefiles?
- **Texas Comptroller Interface:** Detail your experience working directly with the Texas Comptroller's Office to submit correction petitions. What is your historical success rate for getting misallocated funds re-routed back to the proper county jurisdiction?

2. Forecasting & Area-Specific Modeling

- **Granular Modeling:** How does your software handle revenue forecasting for smaller populations (20,000) where a single business closure or opening can dramatically skew the baseline?
- **Economic Variables:** What localized economic indicators -- e.g., Texas-specific industry trends, local construction permits, regional population growth -- does your forecasting engine factor into its predictive models?
- **Scenario Simulation:** Describe how your system handles territorial changes, such as a nearby city annexing a high-revenue commercial parcel within our 144-square mile service area. Can the platform simulate the exact multi-year fiscal impact of that loss?

3. Experience, Data Security, and Pricing

- **Texas Public Sector Experience:** Provide examples of emergency service districts, unincorporated Texas counties, or similar low-population jurisdictions where you have successfully recovered leaked sales tax revenue.
- **Statutory Compliance:** How does your platform ensure strict compliance with Texas standard confidentiality requirements regarding proprietary business sales tax data?
- **Pricing Structure:** Without providing a formal bid, explain your typical pricing model for these services (e.g., annual SaaS subscription, hourly consulting fee, or a contingency/percentage-of-recovery model).

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A-4. Technical Data Specifications, GIS and Local Admin Files

Vendors must confirm in their response their capability to upload, process, and secure the following localized data formats.

A. Geographic Information Systems (GIS) Data

- **Jurisdictional Boundaries:** ESRI Shapefile (.shp), File Geodatabase (.gdb), or plain-text XML (.xml) format defining the precise outer limits of the District.
- **Extraterritorial Jurisdictions (ETJs):** Spatial data layers showing overlapping ETJ boundaries for the Cities of College Station and Bryan to isolate tax allocation rules.
- **Special Purpose Districts (SPDs):** Spatial layers for local Emergency Services Districts (ESDs) or Municipal Utility Districts (MUDs) to track layered tax rates.
- **Parcel Layer:** Cadastral GIS data containing property lines, unique parcel identification numbers, and physical site addresses.

B. Local Administrative Data

- **BCAD Property Roll:** Annual exported text or CSV tables containing Business Personal Property (BPP) accounts, ownership names, and physical locations from the Brazos Central Appraisal District.
- **Texas Comptroller Allocation Data:** Historical monthly allocation reports (Confidential Sales Tax Detail) delivered in text or Excel formats, subject to strict statutory confidentiality controls.

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Exhibit B. List of Acronyms and Defined Terms

List of Acronyms

- **BCESD 1** Brazos County Emergency Services District No. 1, the “District”
- **RFC** Request for Clarification
- **RFI** Request for Information
- **RFP** Request for Proposal
- **SBCFD** South Brazos County Fire Department, the “Department”
- **SOQ** Statement of Qualifications

List of Defined Terms

Any capitalized terms not defined in this or other sections in this Request for Information (“RFI”) shall have the meaning ascribed to them in Chapter 2252, Chapter 2254, and/or Chapter 2269 of the Texas Government Code as applicable.

- **Consulting service.** The service of studying or advising the District under a contract that does not involve the traditional relationship between employer and employee.
- **Consultant.** A person that provides or proposes to provide a consulting service to the District.
- **Contingent fee.** That part of a fee for legal services, under a contingent fee contract, the amount or payment of which is contingent on the outcome of the matter for which the services were obtained.
- **Contingent fee contract.** A contract for legal services under which the amount or the payment of the fee for the services is contingent in whole or in part on the outcome of the matter for which the services were obtained. The term includes an amendment to a contract for legal services described by this subdivision if the amendment changes the scope of representation; or may result in the filing of an action; or the amending of a petition in an existing action.
- **District or Owner.** Brazos County Emergency Services District No. 1.
- **Evaluation Committee.** The District’s work group is responsible for evaluating the response(s) to this RFI and recommending Selected Finalists for the Project.
- **Final Completion.** The stage of performance when all Work has been completed in accordance with a contract including, without limitation, all correction of completion items noted by the District.
- **Governmental contract.** A contract awarded by a governmental entity for general construction, an improvement, a service, or a public works project or for a purchase of supplies, materials, or equipment.
- **Governmental entity.** A special-purpose district, *i.e.*, Brazos County ESD 1.
- **Key Personnel.** Individuals fulfilling the primary roles identified in Respondent’s Proposal and committed to work on the Project.



- **Major consulting services contract.** A consulting services contract for which it is reasonably foreseeable that the value of the contract will exceed \$15,000, or \$25,000 for an institution of higher education other than a public junior college.
- **Nonresident bidder.** A person who is not a resident bidder.
- **Performance-Based Requirements.** Criteria that define measurable project performance criteria and operational objectives. These criteria may include technical requirements, construction specifications, and quality standards.
- **Prime contractor.** A person or persons, firm, or corporation contracting with a governmental entity for a public work(s).
- **Professional services.** Services within the scope of the practice of accounting; architecture; landscape architecture; land surveying; medicine; optometry; professional engineering; real estate appraising; professional nursing; or forensic science provided in connection with the professional employment or practice of a person who is licensed or registered as a certified public accountant; an architect; a landscape architect; a land surveyor; a physician, including a surgeon; an optometrist; a professional engineer; a state certified or state licensed real estate appraiser; a registered nurse; or a forensic analyst or forensic science expert; or provided by a person lawfully engaged in interior design.
- **Project.** The elements described in the Scope of Work for this RFI.
- **Proposal.** A response to this RFI submitted by a Respondent for the Project.
- **Public works.** The construction, alteration, or repair of a public building or the construction or completion of a public work.
- **Public works contract payment.** A payment by a governmental entity for the value of labor, material, machinery, fixtures, tools, power, water, fuel, or lubricants used or consumed, ordered and delivered for use or consumption, or specially fabricated for use or consumption but not yet delivered, in the direct performance of a public works contract.
- **Resident bidder, resident vendor.** A vendor whose principal place of business is in this state.
- **Request for Information.** A formal document used by the District to gather structured information from potential vendors for a specific project, service, or product procurement. It is typically the first step to narrow down vendor candidates before issuing a Request for Proposal (RFP) or Request for Quotation (RFQ).
- **Request for Proposal.** A formal business document used by the District to solicit detailed bids from external vendors for a specific project, service, or product procurement. It outlines the project's requirements, scope, budget, and evaluation criteria, and allows the District to compare competitive solutions side-by-side.
- **Request for Quotation.** A formal procurement document used by the District to invite suppliers to submit exact price bids for specific, highly standardized products or services. It is used when the District knows exactly what it wants to buy and needs to find the vendor with the best price and delivery terms.
- **Respondent.** A DBE who has submitted a response to this solicitation.



- **Retainage.** The percentage of a public works contract payment withheld by a governmental entity to secure performance of the contract.
- **Scope of Work.** All the products and/or services to be furnished and provided by the vendor, including all efforts necessary and appropriate to achieve final completion and documentation of the entire Project, except for those efforts which will be performed by the District or others.
- **Selected Respondent.** The Respondent that is determined by the District to provide the most advantageous Proposal to the District based on the evaluation of the RFI.
- **Statement of Qualifications.** The documents submitted by a Respondent in accordance with the requirements of the RFI.
- **Substantial Completion.** Demonstration by the DBE that all preconditions for achieving Substantial Completion as set forth in the DB Agreement.
- **Warranty period.** The period of time specified in a contract during which certain terms applicable to the warranting of work performed under the contract are in effect.

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